

City of Lake Forest
Questions and Answers Regarding Request for
Proposals for Park Maintenance Services

1. Where do we add our rates for labor?

Response: See Addendum #1 for EXHIBIT "C" revisions

2. How often is aeration required?

Response: Aeration and fertilization are required quarterly. See Addendum #1 for clarification.

3. Who provides dog waste bags and trash bags?

Response: The City provides the dog waste bags. The contractor is responsible for providing trash bags.

4. Where does the contractor dispose of green waste and trash?

Response: The contractor is responsible for disposing green waste and trash at a licensed and approved dumpsite. The contractor must provide all Green Waste reports and corresponding weight tickets monthly attached to the monthly invoice.

5. How many copies of the proposal and cost proposal are required?

Response: You must provide six (6) copies of the proposal and one (1) copy of the cost proposal as stated in the RFP, pages 3-6.

6. How many drinking fountains and trash receptacles are in the parks?

Response: There are approximately 25 drinking fountains and 50 trash receptacles. These numbers are estimates only and the City does not guarantee its accuracy. The contractor is responsible for verifying the numbers.

7. Please clarify the 50,000 sq ft of sod replacement.

Response: Sod shall be replaced with Bermuda or Marathon II at locations directed by the City. The cost to furnish and install the sod shall be included in the monthly maintenance bid cost. No additional compensation shall be allowed.

8. How often is overseeding done?

Overseeding is done yearly with perennial rye during winter renovation. The City may request overseeding in summer as an extra work item.

9. How many irrigation connections are there in the parks covered by this contract?
What are the water allocations per park?

Response: Most parks have one irrigation connection/meter, but some have more than one. These numbers are estimates only and the City does not guarantee its accuracy. The contractor is responsible for verifying the numbers. The contractor is responsible for establishing a relationship with the water districts and must obtain specific water allocations from them. The City of Lake Forest is located within two different water districts: Irvine Ranch Water District and El Toro Water District. All turf and landscape areas are allocated water based on the premise that all the areas are turf. To date, this allocation has been sufficient for normal irrigation needs for a properly managed system.

10. Who reads the water meters?

The contractor is responsible for reading the meters and submitting the data weekly.

11. How many water meters are there?

Response: See response to #9.

12. What is the man power required for irrigation maintenance during the week and on the weekends?

Response: Per the scope of work:

Minimum Staffing Requirements

Contractor shall provide the following staffing levels to service this contract Monday through Friday, 40 hours per week:

One (1) Supervisor/Superintendent

Two (2) Irrigators

Two (2) Irrigator Assistants

Two (2) Foremen

Twelve (12) Laborers

Contractor shall provide one (1) additional maintenance worker 40-hours per week at Etnies Skatepark.

In addition, Contractor shall provide a minimum of two (2) laborers on Saturdays and Sundays to complete all tasks listed in Exhibit "A" Scope of Work under "General/Daily Maintenance."

13. Can you tell us what was added to the scope of work from the last RFP besides the new packet park?

Response: Several minor revisions were made to the scope of work. Material changes include, but are not limited to, the following:

- Clarified park maintenance to include maintenance, repair, and replacement of park hardscape, fences, and appurtenances such as picnic benches, drinking fountains, and signs
- Increased the frequency of engineered wood fiber (wood chips) maintenance at playgrounds to ensure safety and ADA compliance
- Increased the frequency of aeration of the natural turf to improve the overall soil growing conditions, which would result in more consistent and healthy turf year round
- Limited the use of chemical control for weeds to only as necessary and after exhausting any others methods according to basic Integrated Pest Management Control Methods available in order to minimize the use of chemicals.

14. Is the park to be maintained Borrego Overlook Park or Borrego Park? The sheets from the meeting yesterday have two different names and both parks exist.

Response: The scope of work for this contract includes Borrego Overlook Park located at 21 Viaggio Lane, not Borrego Park.

15. Does the city have any information on the square footage of the playgrounds at the parks?

Response: The specific square footage of playgrounds is not available. It is incumbent upon the proposer to verify playground square footage.

16. How much is the City of Lake Forest paying the current landscapers to maintain the parks?

Response: The current annual contract amount for this service is \$784,486.

17. Which type of industrial relations permit, license, or certification do we need to have for the park maintenance bid?

[This question was asked in regards to the Department of Industrial Relations registration requirement]

Response: Please contact the Department of Industrial Relations for guidance. You will want to select the type that best describes your company's business.